

~~CONFIDENTIAL~~

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ATTN : Chief, Administrative Staff, []

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23 October 1959

Deputy Chief, Fiscal Division

Manual of Procedures and Instructions for Cashiers

1. Forwarded per your request are five copies of subject manual for distribution to the designated cashiers serving [] at overseas stations and one for retention in your office.

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2. Your attention is particularly directed to the following parts of the manual:

- a. Section 1 (Par. 0102) - Designated personnel are now in the category of Class-A Cashier.
- b. Section 3 (Par. 0308) - Advance of funds to an employee for purchases; cash advance to alternate, and procedure to be followed in the transfer of funds due to the absence of the Principal Cashier.
- c. Section 3 (Par. 0309) - Change in Cashier, Transfer of Funds.
- d. Section 4 - Responsibilities for Funds of Cashiers.
- e. Section 5 - Purchases and miscellaneous cash payments.
- f. Section 7 - Replenishments and Liquidations.
It is now required that a copy of the Reimbursement Voucher, Form No. 1129, be submitted in duplicate. Both the original and copy must be signed by the Cashier and an Approving Officer. Reimbursement vouchers must be submitted in the name of the Principal Cashier unless the funds have been temporarily transferred to the Alternate (See Par. 0308).
- g. Section 8 - Accounts and Reports.
With reference to Paragraphs 0910 and 0811, this office requires that the verification of cash balances be made monthly and audits of each imprest fund be made semi-annually. Such report shall be forwarded to the Chief, Fiscal Division.

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Format for Cash Verification Report

Cash on Hand
Uncashed advance or reimbursement checks
Paid vouchers not forwarded for reimbursement
Interim receipts from employees for purchases
Vouchers in transit for reimbursement

\$ - - - -

Total of Advance \$

h. Section 10 - Cashiers and Foreign Service.



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c.c. FPB
Fiscal File